

## **Job Description:**

### **International Language Programs Manager: Iowa International Center**

#### **General Description:**

The Iowa International Center (IIC) has been working to build cultural respect and understanding in Iowa and around the world for more than 75 years. The International Language Programs Manager at the Iowa International Center works closely with the Executive Director and other staff to conceptualize direct and execute IIC's fee-based interpretation and translation services.

#### **Primary Job Functions:**

The International Language Program Manager manages all aspects of IIC's fee-based interpretation and translation services: identifies and recruits interpreters/translators for current language needs, proactively anticipates new language needs while maintaining current roster of interpreters/translators. Provides training for interpreters and translators. Manages accounts payable and receivable for all interpretation and translation work. Identifies new clients. Involved in staff responsibilities such as generating development reports and general office duties.

#### **Desired Skills:**

- Strong organizational skills and highly detail oriented.
- Familiarity with website content management, email software and contact management (prefer knowledge of Salesforce)
- Must excel in a fast-paced, small office environment where critical thinking and strong problem solving skills are required for success.
- Self-starter who is positive, proactive, and readily embraces change.
- Prefer business and/or accounting experience/skills (prefer knowledge of QuickBooks) to include accounting tasks related to audit.
  - Excellent written and verbal communication skills

#### **Benefits:**

Competitive salary package, including paid parking in downtown Des Moines

and Paid Time Off

#### **Work Status:**

Full time (9 a.m. to 5 p.m., M-F) with some weekend/ evening hours as needed

Travel:

Position requires minimal travel

Reporting:

Reports to the Executive Director of the Iowa International Center

**To Apply:**

Please submit your resume and cover letter (by email or mail) to Dr. Judith Conlin, Executive Director, Iowa International Center, 319 7th Street, Suite 200, Des Moines Iowa, 50309 or [jconlin@iowainternationalcenter.org](mailto:jconlin@iowainternationalcenter.org)

The position will remain open until filled.